

## **Vacancy Announcement for a Grants Specialist, at U.S. Embassy Kuwait**

1. American Embassy in Kuwait is seeking (3) individuals for employment in the position of Grants Specialist. The grade of this position is FSN-10\*; FP-05(steps 5 through 14)\*\*.

### **2. Salary:**

#### Full Performance Level:

Not-Ordinarily Resident (NOR):

Position Grade: FP-05 (Step 5 through Step 14)US\$ 48,338 p.a. through US\$ 63,071 p.a.

Ordinarily Resident (OR): Position Grade: FSN-10

Starting Salary: KD13,952 p.a. (equivalent to US\$47,294 p.a.)

(Exchange rate used as of 02/10/15 : 1KD = USD3.38)

(\* Actual grade and salary will be based on the qualifications of the applicant)

#### Training/Developmental level:

Not-Ordinarily Resident (NOR):

Position Grade: FP-05 (Step 1 through Step 4) US\$ 42,948 p.a. through US\$ 46,930 p.a.

#### **Salary:**

Ordinarily Resident (OR): Position Grade: FSN-9

Starting salary: KD10,502 p.a. (equivalent to US\$35,600 p.a.) Salary includes a Miscellaneous Benefit Allowance of KD510 per annum equivalent to USD1,728 p.a.

(Exchange rate used as of 02/10/15 : 1KD = USD3.38)

(\* Actual grade and salary will be based on the qualifications of the applicant)

Post would appreciate assistance from addressee posts in advertising this vacancy among LE Staff/TCN staff. The final grade and/or steps will be determined based on the applicant's prior work experience and qualifications.

### **3. Basic function of the position:**

The Grants Specialist (GS) provides technical expertise to program and management staff on the financial soundness of grant programs and projects, and advises on those financial factors and provisions, which must be considered and covered in existing or contemplated assistance agreements. The GS will travel regularly to program sites around the region to develop, evaluate and review operating and program budgets of potential and current grantees. This review includes a thorough analysis of the financial practices and management of program implementers. The GS provides advice/training to grant recipients on the use of financial practices and accounting that meet USG standards. The GS also participates in planning and maintaining projects and monitors accounting systems and records, particularly as they relate to grant programs and projects.

#### **4. Qualifications required:**

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

##### **Education:**

Education Bachelor's degree is required in the field of Business, Management, Accounting, Law or Finance

##### **Experience:**

A minimum of three years of progressively responsible experience in the field of grants management and development projects, with at least two years of this experience with a U.S. Government Agency and/or other international organization(s).

##### **Language: (This will be tested):**

Level IV (Fluent) (Speaking/Reading/Writing) English.

Level IV (Fluent) (Speaking/Reading/Writing) Arabic.

##### **Knowledge:**

- A thorough knowledge of all of the following areas is required at the full performance level: (1) Federal acquisitions/assistance legislation, regulations, and procedures; (2) U.S. Federal Specifications and Standards; (3) U.S. and host-country acquisition, contracting and business procedures; (4) U.S. and local market conditions (5) U.S. Government acquisition and assistance practices; and (6) the USG's Federal Acquisitions Regulations (FAR).

##### **Skills & Abilities:**

- Excellent analytical skills are required in order to analyze grant proposals and other Federal assistance related documents.
- Ability to speak authoritatively on U.S. Government grant regulations, and to negotiate and represent the Government's best interests to both U.S. and local organizations/individuals.
- Ability to use computers, Microsoft Office package (Word, Excel, Access, PowerPoint).

#### **5. Employment information:**

Candidate will be employed under the PSA-Plus program. If hired from outside Kuwait, the Embassy will provide the following allowances:

- Travel upon arrival and separation only (Economy class air ticket for candidate and dependents).
- Transportation of household effects (excluding shipment of private owned vehicle).
- Temporary lodging not to exceed 60 days.
- Excess baggage (up to 24kg for candidate and 14 kg for each dependent).

## **6. Salary and benefits:**

Post's local compensation plan consists of the following:

Post's local compensation plan consists of basic salary, miscellaneous benefit allowance, annual bonus, life insurance coverage for employee, health insurance coverage for employee and dependents and homeward passage for

a. Starting salary:

(Full Performance Level)

Not-Ordinarily Resident (NOR): US\$48,822 p.a. through US\$63,702 p.a. (Grade: FP-05 "steps 5 through 14")

Ordinarily Resident (OR): KD13,952 p.a. (equivalent to US\$47,294) (Grade: FSN-10)

Exchange rate used on 02/06/15. Salary includes a miscellaneous benefit allowance of KD 510 per annum equivalent to US\$1,728 P.A. (Final grade/salary will be based on the qualifications of the applicant).

(Training/Developmental level)

Not-Ordinarily Resident (NOR): US\$ 42,948 p.a. through US\$ 46,930 p.a. (Grade: FP-05 "steps 1 through 4")

Ordinarily Resident (OR): KD 10,502 p.a. (equivalent to US\$ 35,600) (Grade: FSN-09)

Exchange rate used on 02/06/15. Salary includes a miscellaneous benefit allowance of KD 510 per annum equivalent to US\$1,728 P.A. (Final grade/salary will be based on the qualifications of the applicant).

b. Bonus: Annual bonus of 8.33% of annual basic salary.

The bonus is prorated on number of weeks on duty and based on satisfactory performance.

c. Life Insurance: Disability and life insurance coverage at no cost.

d. Health Insurance: Health insurance at no cost for you and your dependents (up to age 21 attending an accredited post-secondary school). However children over 21 years of age are not covered.

e. Homeward Passage: Employee and dependents (spouse and two children under the age of 21 years) will be eligible for Homeward passage after completion of one year service.

f. Service indemnity: Paid to employees who separate from the Embassy in good terms. Only employees who have completed 2 years of service are eligible for service terminal indemnity.

## 7. Selection process

When fully qualified, US Citizen Eligible Family Members (USEFMs) and US Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

## 8. To apply:

Interested applicants for this position **must** submit the following for consideration of the application:

- 1. Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174), which is available on the Embassy's websites: <http://nea.p.state.sbu/sites/kuwait> ; <http://kuwait.usembassy.gov> **OR**
- 2. A current résumé or curriculum vitae that provides the same information found on the UAE (DS-174); **OR**
- 3. A combination of both (i.e., Sections 1-24 of the UAE along with the listing of the applicant's work experience attached as a separate sheet; **AND**
- 4. Copy of high school certificate/university degree (per the qualification requirement above); **AND**
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- 5. Copy of the Civil ID and passport (including the residence permit page); **PLUS**
- 6. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.

### Submit application to:

Human Resources Office

American Embassy Kuwait

Email your application to: [HROKuwait@state.gov](mailto:HROKuwait@state.gov)

Closing date for accepting applications for this position is **Open Until Filled.**